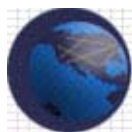


Integrative Cancer Research Workspace Teleconference

Date, Time & Location:	April 14, 2004, 2:00pm – 3:00pm EDT
Attendees:	(external list)
Introduction:	Carl Schaefer
Introduce new Workspace Lead:	Juli Klemm introduced herself as the new workspace lead. Juli will be the point of contact for this workspace moving forward –Phan and Claire will still support the group. Mark Adams will remain closely involved, working with the group from the perspective of the program as a whole.
Contracts Presentation	<p>Denise Tingle, of Booz Allen Hamilton, will now be negotiating the contracts on behalf of NCI. Denise outlined the contracting process:</p> <ul style="list-style-type: none"> • Basic Agreement with general terms and conditions was sent out to the cancer centers “Contract’s POC’s” and primary POC’s if the “Contract’s POC” has yet to be identified on Monday, April 12th for review. • Each Center’s Contract’s POC is being called to ensure the agreement was received, clarify correct POC information, and set a schedule to discuss the agreement and any questions next week. • The Centers will negotiate the terms and conditions within the Basic Agreement, and come to an agreement on that basic structure. Individual task orders will then be added to the Basic Agreement on demand as the project proceeds. • Statements of Work (SOW) will be provided to each center as directed and prioritized by NCI. The Center will then respond with a cost proposal and project schedule which will be reviewed and approved by NCI. • Individual task orders will then be issued under the basic agreement for each SOW which provides funding, establishes a payment schedule with a goal of monthly payments and allows for work to commence. • Payment will be based on deliverable submission and acceptance by NCI • Regular status reports and other deliverables submitted to the General Contractor will allow progress to be monitored and to facilitate periodic payments. <p>Answers to questions raised during this section:</p> <ul style="list-style-type: none"> • A large number of Centers reported not receiving the contract information sent out on 4/12/04. This will be resent to all POCs immediately.



	<ul style="list-style-type: none">• Mark Adams estimated that the first task order could be approved as soon as three weeks from now depending on the contracting process.• A contract template is needed for payment to workgroup members who are not developers or adopters.• The Centers are interested in seeing a Statement of Work template.
Center Process and Execution Details	<p><u>Present a brief outline of how the participating centers will track and report their progress</u></p> <p>An on-line management portal will be provided (for use on-site) to allow contractees to track their progress with regard to milestones. Milestones and deliverables will be input into the system by the General Contractor, based on the Task Orders agreed upon by the Centers. When a milestone is completed, the contractee will check it off in the portal and associate a URL to the relevant deliverable. A CVS repository will be created at NCICB in which deliverables will be deposited – the URL will generally point here. An NCI representative will review the deliverables to confirm that the milestone was met.</p> <p><u>Request for brief monthly status reports to be posted on the ICR from the SIG leads</u></p> <p>A template will be provided to keep this burden to a minimum.</p> <p><u>Request direct URL to specific tools offered by individual Centers</u></p> <p>It will be important for SIG members to familiarize themselves with these tools to maximize the productivity of the upcoming SIG meetings.</p> <p>Answers to questions raised during this section:</p> <ul style="list-style-type: none">• In cases where there is a strong case for quarterly deliverables, rather than monthly, this will be considered. The intent of the process is to be flexible and conform to the needs and capabilities of the participating Centers.• Some “forward weighting” of the payment schedule may be implemented to support the Centers’ budgeting process.• It was recognized that Adopter milestones need to be as independent as possible from Developer milestones. For example, early milestones may be tied to evaluation of existing code. Close work with both Adopter and Developer participants, and attention to the details of the specific deliverables and milestones by the General Contractor representatives will serve to greatly decrease this risk.• Status updates will be needed from non-Developer/Adopter workgroup members. A template will be made available to keep this burden to a minimum. Some of these members may also commit to specific SOWs around particular deliverables, such as white papers, etc. Such SOWs will have their own deliverable and compensation schedules.• It was confirmed that unfunded members can participate to the same extent as funded members of the workspace.• The caBIG website will be updated to provide a central location for posting and downloading tools that are developed during the course of the project.
List Upcoming caBIG events of interest to	<p><u>Brief rundown of upcoming web/teleconferences of interest to ICR participants</u></p> <p>This listing will be emailed to Workspace POCs.</p> <p><u>Discuss SIG’s subscription to online forum calendar</u></p>



the ICR	All caBIG participants are invited to subscribe to the various forums. For ICR, there will be a specific thread for each special interest group. Please see: http://ncicbforums.nci.nih.gov/cabigforum/fcForum/index_html?forum_loc=0663978480991			
	<u>Establish a schedule for future monthly ICR teleconferences</u>			
	It was proposed that the monthly teleconference be the second Wednesday of each month at 2:00 Eastern time. Since this may not be the optimal time of day, Juli will get a consensus from the group for a time that fits the majority of schedules.			
	<u>Establish dates for general contract discussion</u>			
	Rather than a general discussion, there will be discussions with individual centers.			
Solicit/Identify ICR liaison to other Workspaces	<u>Solicit dates/availability for SIG teleconferences</u>			
	These will be scheduled as soon as membership in the SIGs is clearly established.			
	Answers to questions raised during this section:			
	<ul style="list-style-type: none">• The immediate goals of the SIG meeting will be to match interested Developers with interested Adopters such that Statements of Work can be created.• A concern was raised that there may be some disconnect between what Adopters are looking for and what Developers can provide. Some flexibility is likely to be needed in this matchmaking process to achieve the goal of proving how tools and data might be shared in the context of the Grid.• There was a desire to see the complete, current roster of SIG participants. The General Contractor will provide this list to the Workspace participants.			
	<u>Identify multi-workspace participating Center who would at a primary ICR POC for other Workspaces</u>			
Other discussion items:	Individuals at Centers who are participating in multiple workspaces and who are interesting in playing this role should contact Juli.			
	<u>Outline liaison's general role and responsibilities</u>			
	This person will act as the POC for other Workspaces to contact with questions/issues relevant to the ICR Workspace. Also, this person will keep the ICR Working Group informed of relevant activities in the other Workspace.			
	<ul style="list-style-type: none">• Emails relevant to this Workspace and its associated SIGs should be flagged with consistent email titles.• The Early Detection Research Network has proteomics research tools they would be interested in bringing into caBIG.			
	Action Items:			
	Name Responsible	Action Item	Date Due	Notes
	Denise Tingle	Send initial contract to all POCs	4/15/04	Many centers reported not receiving the contract sent 4/12/04.
	All Developer Centers	Provide a direct URL to the tool to be developed.	4/16/04	Send to Juli if you have not already done so.
	All	Indicate which SIG(s) you would like to belong to. (Updating current listing available online)	4/15/04	Send to Juli if you have not already done so.

	Juli Klemm/Phan Winter	Send a listing of upcoming web/teleconferences of interest to ICR participants to the workgroup.	4/19/04	
	Juli Klemm	Solicit time preferences for the ICR working group teleconference.	4/21/04	
	Juli Klemm	Create a consolidated listing of developers, adopters and participation in SIGs to circulate to the working group.	4/19/04	This list will also include funding status for each Center in a given role.
	All	Contact Juli if you are interested in acting as a liaison to another Workspace	4/19/04	
	Mark Adams/Juli Klemm	Create a standard set of email titles to be used for communications regarding this Workspace and its component SIGs.	4/23/04	
	Jim Lyons-Weiler	Post information regarding EDRM tools on the relevant SIG online forum(s).	4/23/04	

Please list below and attach Meeting Materials and Agenda (if prepared separately):